RECRUIT COMPLETE

Capability Statement

Engage - Exceed - Retain.

Introducing Recruit Complete

RECRUIT COMPLETE

Recruit Complete's comprehensive front and back office solution is setting a new standard for the recruitment software industry. With a full range of tools in a single platform, our software enables a productive workplace, more satisfied customers and increased growth for any recruitment business.

With Recruit Complete, all your systems are in one place - from recruitment to scheduling, management, payroll, and everything in between. This platform provides all you need to boost recruitment performance, increase efficiency, lower risk and create a competitive advantage for your business.

Eliminate the risk of payroll error with automated award interpretation, exceed your clients' expectations, easily plan ahead, engage quality candidates and customers, and forget about all those endless spreadsheets. The best bit? You'll save a significant amount of time and stress in the process.

SOLVING COMMON ISSUES

Proven experience solving complex, common recruitment problems

Here at Recruit Complete, we understand the pressure your business is under, because we have experienced and solved the problems before.

From creating efficiencies in recruitment using automation, AI, to comprehensive employee management and compliance solutions, and taking care of complex back office and payroll requirements, Recruit Complete is proven to perform.

To read more about how we have worked with key clients to ensure significant improvements in their business' performance, go to:

www.recruitcomplete.com/client-profiles.

CREATING EFFICIENT & ACCURATE SYSTEMS

Our capability

Our team has significant experience in developing accurate, reliable software systems for recruitment, people management and payroll.

Our cloud-based platform combines all front office and back office tools your business needs to succeed. We are confident that we can provide a solution to significantly improve efficiency, accuracy, performance and customer satisfaction for your business.

From attracting and engaging excellent candidates and customers, to planning, managing and calculating even the most complex payroll requirements, Recruit Complete has your system sorted.

What's different about us?
We're collaborative, innovative and ready to enable high-performing systems across your business. We want you to succeed.

AN INNOVATIVE TEAM

Our background: Clever software.

Behind Recruit Complete is a passionate team of innovators. Founded on more than 30 years' experience developing industry-leading software, our team is extensively equipped with the expertise to ensure your business succeeds.

Our founder understands exactly what it takes to run a successful business, having previously founded a multiple award-winning company in payroll and HR software solutions, supporting clients both nationally and internationally. With proven backgrounds and a highly skilled consulting and development division, we are capable of meeting your unique requirements within Recruit Complete.

Recruit Complete was a partner in the launch of ValidateMyWages in early 2020. ValidateMyWages uses our award interpretation calculator to provide a free tool for anyone, whether employers or employees, to check the accuracy of payslips in line with the complex Australian award system.

Validate **my**wages
www.validatemywages.com

Setting a new standard for the recruitment software industry.

RECRUIT COMPLETE

A truly complete recruitment & front office solution | All workflows for recruitment agencies and businesses that hire regularly to increase productivity and performance across daily tasks - with payroll and additional features available, but not required.

— CAPABILITY: COMPLETE RECRUITMENT MANAGEMENT SOFTWARE —

End-to-end Recruitment |
Increase efficiency, maximise recruiting performance, and reduce your time to hire.

● Comprehensive Applicant Tracking System
● Flexible workflows for all permanent & temporary recruitment requirements
● Automated recruiting pipelines
● Outbound SMS & Email communications
● Integrated video conferencing
● Multi-factor authentication
● Automated CV parsing & profile updates
● Applicant Email parsing

Onboarding & Induction |
Ensure successful onboarding, compliance management and an excellent first impression.

● Fully configurable role-specific workflows
● Automated communications
● Multi-factor authentication
● Document management

Integrated CRM, Sales & Billing |
Efficient management of your team, sales, clients and billing.

● Integrated CRM & detailed sales dashboard
● Automated invoicing

Notifications, Conversations & Dashboards |
Stay up to date with colleagues, candidates & clients.

Calendar & Scheduling |
Effective calendar, scheduling and rostering management made easy.

● Automated updates & candidate allocation
● Multiple view options
● View scheduled vs actual cost With award interpretation integration
● Availability & leave management

Timesheets & Processing |
Increase efficiency and reduce your risk of error with in-app management & automation.

● Automatic generation of proforma timesheets
● In-app management, approval & processing
● Integrated award interpretation

Deals & Quotes |
Bring your customers and candidates together.

● Configurable deal schedules for dynamic quotes, BOOT and margin analysis
● Integrated award interpretation
● Automated candidate allocation on deal close

Automated Invoicing |
Ensure integrity of data and peace of mind with a fully automated system.

● Fully configurable workflows & settings
● Integrated from schedule acceptance to timesheet submission, eliminating manual error

Payroll (Optional) |
Increase efficiency and reduce your risk of error with an integrated, automated payroll solution.

● Choose **Recruit Complete Payroll** or integrate with our payroll partner, **Xero**, for seamless, efficient and reliable payroll management
● Continuous processing on a single database, a flexible system, compliant with all AU & NZ legislation, fully date effective, audit trails available, comprehensive reporting & more.

Customise your Recruit Complete experience with our suite of additional features.

RECRUIT COMPLETE

Bringing all your tools to one place is what we do best | Our front office base solution is designed to provide all essential systems for most recruitment businesses to operate smoothly. Keep building your solution with any combination of the additional features below to ensure Recruit Complete works best for your business and unique workflows. You're in control of your recruitment & management experience.

— CUSTOMISE YOUR COMPLETE RECRUITMENT MANAGEMENT SOLUTION —

Time & Attendance | Reliable, accurate and incredibly efficient time & attendance management.

● An automated system from attendance capture through to timesheets, award interpretation, invoicing and payroll
● Configurable Attendance Dashboards & Notifications

Facial Recognition Attendance Management | Simply walk through the door to clock in and out - and we take care of the rest.

● Intelligent, high-speed and contact-free
● Eliminates buddy punching & time theft

Learning & Development | Build your strongest team yet with customisable courses and development dashboards.

● Build customised courses for your team
● Dashboards to track progress & objectives
● Comprehensive succession planning features

Assessments & Surveys | Better manage your team and understand opportunities for further development.

● Improve self-awareness and develop a deeper understanding of your team with configurable appraisals at your fingertips

Psychometric Testing | Access to People Excellence's personality & job fit assessments for any role

● Automate testing at any stage of your pipeline, with automatic profile updates on completion

Mobile App | A seamless transition from desktop to mobile. Choose standard app or customise with your logo.

● All Recruit Complete workflows for efficient management from anywhere
● Includes candidate portal access
● Option to white-label for a customised app

Police Checks | Automated background checks at any stage of your pipeline to ensure compliance is covered.

● Automatic updates for candidate profiles when results are received
● No requirement for you to process or hold sensitive candidate information

VEVO Visa Checks | Automated VEVO checks at any stage of your pipeline based on candidate details.

● Automatic updates for candidate profiles when results are received
● No requirement for you to process or hold sensitive candidate information

Zoom Integration | Already using Zoom? Upgrade your standard video calling tool to enjoy all your Zoom features.

● Schedule & manage Zoom meetings directly from your Recruit Complete platform

Teams Integration | Already using Microsoft Teams? Upgrade your standard video calling tool.

● Schedule & manage Teams video meetings directly from your Recruit Complete platform

Solving key recruitment, front & back office management issues across businesses of any size.

RECRUIT COMPLETE

Establish efficiency across recruitment and front office workflows | All your tools in one place to eliminate the need for multiple systems and spreadsheets, duplicate data entry and inefficiencies. Simply enter information once and let us take care of the rest. Take advantage of automation to increase peformance across all areas of your business. From **recruitment, assessment and onboarding pipelines** to **scheduling, timesheets, invoicing, payroll** and everything in between, Recruit Complete establishes the efficiency and reliability your business needs.

Boost productivity and increase the quality of every hire, while minimising costs and time spent | Stop wasting time in manual workflows that your software should be able to manage for you. Achieve more by equipping yourself and your recruiters with the tools to ensure maximum output, efficiency and quality of hire for every role. Simply define your automated recruitment workflows, including unlimited screening assessments, communications and any role-specific requirements, and let Recruit Complete take care of the rest. Minimise time spent on initial screening and communications to ensure maximum time spent with your quality candidates and building strong candidate and client relationships.

Save time and reduce the risk of payroll & billing error | Turn hours of manual payroll processing into a manageable few minutes. From schedule acceptance to timesheet management, approvals, invoice generation and payroll, we've got it covered. Eliminate the need for multiple spreadsheets and manual processing of timesheets and awards to protect your business from the threat of wage theft. And, with continuous processing, full compliance with all AU & NZ legislation, comprehensive reporting and more, your payroll is in safe hands.

Enabling high performance across a range of industries

Recruit Complete is proven to significantly improve recruitment performance for businesses in many different industries. Key industries include, but aren't limited to:

Blue & White Collar Recruitment | Making it easier to recruit, manage, schedule and invoice for teams of any size around Australia.

Service & Hospitality Recruitment | Establishing more efficient recruitment, scheduling, payroll and invoicing processes, and more, to keep staff and suppliers satisfied.

Health & Community Care Recruitment | Enabling efficient, accurate and reliable hiring, rostering, compliance and payroll systems to eliminate risky mistakes.

Contact us to see how we can help to solve common problems all recruiters, managers and businesses face in your industry.

Want to learn more or book a free demo? Contact us.

We're looking forward to hearing from you. Whether you'd like to book a demo to see our systems in action, or you have any questions, big or small, we're here to help.

Send us an email or give us a call to see how we can help to significantly improve performance for your business.

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